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Message Text

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21
ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 L-03 OMB-01 PER-03 FSE-00 MED-03

SCA-01 /023 W
---------- 064539
R 040620Z AUG 75
FM AMEMBASSY SANA
TO SECSTATE WASHDC 6086

UNCLAS SANA 2118

EO 11652: N/A
TAGS: AINF: OGEN
SUBJECT: IMPLEMENTATION OF PRIVACY ACT OF 1974
VKREF: A) STATE 172353 B) STATE 179745

1. POST HAS REVIEWED ITS FILES AND HAS THE FOLLOWING THAT WOULD BE SUBJECT TO THE PRIVACY ACT OF 1974.

2. ADMINISTRATIVE SECTION:

A USG EMPLOYEES - OFFICIAL PERSONNEL FOLDER (SF-66) CONTENTS OF SF-66 ARE ALREADY ON FILE IN CENTRAL PERSONNEL, SECSTATE WASHDC.

B EFFICIENCY REPORTS (OER'S). AGAIN THESE ARE POST COPIES OF INFORMATION ALREADY AVAILABLE AT SECSTATE.

C FOLLOWING FORMAT DESCRIBED PARA 7 REFTEL (A) OTHER FILES ARE:

(1) I. CUSTOMS AND SHIPPING FILE
II USG STATE EMPLOYEES ASSIGNED TO AMEMBASSY SANA
III COPIES OF BILL OF LADINGS, AIRWAY BILLS, EXEMPTION CERTIFICATES, ANY TELEGRAMS RELATING TO SHIPMENT OF HHE OR POV
IV 6 FAM AND RECORDS MANAGEMENT HANDBOOK (RMH) JUNE 1968
V NORMALLY FILE IS REVIEWED BY GSO AND/OR
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ADMIN OFFICER AND IS RETAINED BY FSL EMPLOYEE

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IN CHARGE OF CUSTOMS AND SHIPPING
VI FILE FOLDERS, BY NAME, BAR LOCK, DESTROYED THREE YEARS
AFTER PERSON TRANSFERRED FROM POST
VII ADMIN OFFICER
VIII SHIPPING AND AIRLINE COMPANIES. LOSING/GAINING POSTS,
SECSTATE, MINISTRY OF FOREIGN AFFAIRS.

(2) I PAY RECORDS
II USG EMPLOYEES ASSIGNED TO SANA ALD LIMITED INDEFINITE
RESERVE AMERICAN CITIZEN EMPLOYEES
III CORRESPONDENCE TO AND FROM RFC, PARIS. CORRESPONDENCE
TO AND FROM LOSING/GAINING POSTS. ALPS LOAN APPLICATIONS.
DOCUMENTATION FOR POST ALLOWANCES (SF-1190)
IV 4 FAM AND RMH, JUNE 1968
V FILES ARE RETAINED BY SENIOR FSL EMPLOYEE IN B&F UNIT.
NORMALLY REVIEWED ONLY BY ADMIN OFFICER AND USG EMPLOYEE
VI FILE FOLDERS, BY NAME, FILE JACKET CABINET, DESTROYED
THREE YEARS AFTER PERSON TRANSFERRED FROM POST
VII ADMIN OFFICER
VIII SEE III.

(3) I TRAVEL AUTHORIZATION FILE
II ALBPERSONNEL (USG EMPLOYEES AND FSL'S) WHO PERFORM
OFFICIAL TRAVEL FOR THE USG
III TRAVEL AUTHORIZATIONS
IV 4 FAM AND RMH, JUNE 1968
V ONLY HANDLED BY B&F FSL EMPLOYEES. SOMETIMES REFERRED TO
BY ADMIN OFFICER
VI FILE FOLDER, ALPHABETICAL BY LAST NAME, FILE JACKET
CABINET, TWO YEARS
VII ADMIN OFFICER
VIII TRAVEL AUTHORIZATIONS.

(4) I MEDICAL FILES
II ANY USG EMPLOYEE (ALL AGENCIES) ASSIGNED TO SANA
WHO REQUIRES MEDICAL ASSISTANCE BEYONE NORMAL SHOT RECORD
UPDATE
III MEDICAL HISTORY
IV UNKNOWN
V FILE IS KEPT BY THE EMBASSY NURSE. ACCESS TO THESE
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FILES ARE USUALLY LIMITED TO THE NURSE. THE ADMIN OFFICER HAS
ACCESS ONLY WHEN ADMINISTRATIVE SUPPORT IS NEEDED FOR EVACUATION
OR WHEN OTHER SPECIAL ASSISTANCE
REQUIRED
VI FILE FOLDERS, BY NAME, KEY LOCK, DESTRUCTION
UNKNOWN
VII EMBASSY NURSE
VIII UNKNOWN AT THIS TIME SINCE REPLACEMENT NURSE NOT DUE

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UNTIL SEPTEMBER 1975.

3. CONSULAR SECTION:

IN FORMAT DESCRIBED PARA 7 REFTEL (A) BELOW IS ONLY FILE KEPT IN THIS SECTION:

I CITIZENSHIP AND WELFARE FILES
II CONTAINS FILES ON THOSE RESIDENT ALIENS FILING FOR REPLACEMENT I-151 IDENTIFY CARDS. CONTAINS FILES ON THOSE CITIZENS APPLYING FOR ASSISTANCE OR REPATRIATION AND FILES ON ALL CITIZENS DYING IN YAR. ADDITIONALLY CONTAINS RECORDS ON CITIZENS FILING REPORTS OF BIRTH OF CHILDREN
III ALL INFORMATION REQUIRED BY REPORTS ON BIRTH AND REPORTS ON DEATH. COPIES OF APPLICATIONS FOR REPLACEMENT I-151'S AND REPATRIATION
IV VOLUMES 7,8,9 FAM
V INFORMATION ONLY AVAILABLE TO CONSULAR OFFICER
VI FILE FOLDERS, BY NAME, BAR LOCK CABINET, HELF UNTIL ACTION COMPLETED
VII CONSULAR OFFICER
VIII NONE, OTHER THAN APPLICANT OR AMCIT, OR CONOFF.

4. EXECUTIVE SECTION - NONE

5. POLITICAL SECTION - NONE.

6. ECONOMIC/COMMERCIAL SECTION - NONE.
RANSOM

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975SANA02118
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750268-0209
From: SANA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750884/aaaacwuo.tel
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Previous Handling Restrictions: n/a
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Review Authority: hartledg
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Review Content Flags:
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Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <05 FEB 2004 by hartledg>
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